

ANNEX P (CHAPLAIN) to TRADOC Mobilization and Operations Planning and Execution System 1-97 (TMOPES 1-97)

REFERENCES:

Army Mobilization and Operations Planning and Execution System (AMOPES), ANNEX P
AR 165-1, Chaplain Activities in the United States Army
FM 16-1, Religious Support Activities: The Chaplain and Chaplain Assistant

1. SITUATION.

a. Enemy Forces. ANNEX B, Intelligence.

b. Friendly Forces. (See basic plan). Chief of Chaplains manages chaplain personnel through his functional counterparts at Major Army Command (MACOM), Continental U.S. Army (CONUSA), State Area Command (STARC), Major U.S. Army Reserve Command (MUSARC) and mobilization stations.

(1) Chief of Chaplains activates and assigns volunteer Reserve Component (RC) and retired chaplains and chaplain assistants through DA DCSPER.

(2) The Total Army Personnel Command (PERSCOM) manages active duty chaplain assistants and RC chaplain assistants involuntarily ordered to active duty .

c. Assumptions. (See basic plan)

2. MISSION. On order, TRADOC provides religious support to mobilizing and deploying units, individual soldiers and the expanding training base; deploys and sustains trained and equipped Unit Ministry Teams (UMTs) in support of operations, contingencies and all levels of mobilization; maintains religious and pastoral support to the TRADOC Community.

3. EXECUTION.

a. Concept of Operations.

(1) Doctrine dictates that a UMT is the basic organization for religious support. At least one chaplain and one chaplain assistant make up a UMT. UMT members must train, mobilize, deploy, redeploy and demobilize together to be the most effective to a unit.

(2) Premobilization planning is essential at all levels of the Chaplains Corp. Each installation mobilization plan utilizes existing assets during mobilization. The plan provides

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religious coverage to mobilizing and deploying units and individual soldiers, in the training base, and family members remaining on or adjacent to installations.

(3) Chaplains give special emphasis to a ministry which recognizes the tensions of a mobilizing community and the dignity of the individual, offers the opportunity for each soldier to worship, and responds to the needs of families left behind and displaced by deployment of their spouses (See Appendix 1).

(4) Installations provide required data daily as part of the installation situation report to HQ TRADOC, ATTN: ATCS-EOC (See Appendix 5).

b. Tasks.

(1) TRADOC Chaplain.

(a) Provide a representative to the TRADOC Emergency Operation Center (EOC) when directed.

(b) Review essential documents (AMOPES, FORSCOM Mobilization and Deployment Planning System (FORMDEPS) and TMOPES).

(c) Maintain liaison with Army Chief of Chaplains (DACH), FORSCOM, TRADOC installations, USAR Training Divisions and other units, U.S. Army Chaplain Center and School (USACHCS), and U.S. Army Reserve Personnel Center (ARPERCEN).

(d) Maintain emergency contact procedures for assigned Individual Mobilization Augmentees (IMA) to include home address, business address, and telephone numbers, and prepare to integrate them into the section.

(e) Monitor the implementation of Chaplain Family Life Support Plans on TRADOC Installations (See Appendix 1).

(f) Collect data daily from TRADOC Installations and transmit to Chief of Chaplains (See Appendix 5).

(g) Eliminate nonessential functions and adjust priorities as required.

(h) Ensure that CONUS Replacement Centers (CRCs) are adequately staffed with trained chaplains and chaplain assistants.

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(i) Prioritize requests for involuntary call-up of IMAs and submit to DACH-PER.

(j) Establish baseline chaplain manpower requirements in each stage of mobilization for MOBTDA, Casualty Area Commands (CACs) (Appendix 2), and CRCs (Appendix 3), within HQ TRADOC and its installations.

(k) Monitor the effects of cross-leveling TRADOC chaplain and chaplain assistant (71M) soldier strength, and prepare to counter the results of any shortfall.

(l) Train and provide orientation for IMAs for the Mobilization Training Expansion Division, Office of the TRADOC Chaplain.

(m) Coordinate staffing requirements for Casualty Area Commands (CACs) with DACH, ARPERCEN, MACOM, CONUSA, STARC and MUSARC chaplains.

(n) Notify assigned IMA soldiers to report for active duty if no general announcement is made.

(o) Coordinate personnel assignments with DACH and installations.

(p) Coordinates, deploys and monitors training base expansion teams.

(q) Monitors and coordinates with Casualty Area Command (CAC) for chaplain support.

(r) Monitor training of chaplain soldiers and UMTs designated for deployment.

(s) Monitor religious supplies available at TRADOC installation for issue to deploying units.

(t) Manage TRADOC chaplain soldiers and religious financial resources available for the continuing mission of TRADOC installations.

(u) Monitor mobilization at USACHCS.

(v) Implement Chaplain Crisis Response Teams Action Plan to assist installations in meeting chaplain counseling and support services for casualties and their families (Appendix 4).

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(w) Provide unit ministry teams to assist TRADOC installations in establishing and/or expanding training centers.

(x) Monitor activation of chaplain soldiers in USAR training divisions and other RC units that come under the command and control of TRADOC during contingencies, operations and all levels of mobilization.

(y) Monitor trends and problems associated with conscientious objectors.

(z) Identify religious support problems which emerge from the expanded training base and communicate them to the Commanding General with recommended solutions.

(aa) Manage personnel, denominational balance, appropriated funds, logistics, non-appropriated funds and facilities at installations and training centers.

(2) Installations. (See Appendixes 1-5 this annex)

(a) Installation chaplains, assisted by the installation mobilization planner, justify and submit requirements to installation mobilization proponents so that proponents can include sufficient UMTs for missions in the Mobilization Tables of Distribution and Allowances (MOBTDA). The UMT installation mobilization planner considers the UMTs mission to Casualty Area Commands (Appendix 2), CRCs (Appendix 3), and Chaplain Crisis Response Teams (Appendix 4), in developing MOBTDA. Also anticipate shortfalls and backfill requirements.

(b) Installation chaplains coordinate mobilization plans with respective Continental U.S. Army (CONUSA), U.S. Army Forces Command (FORSCOM), and the TRADOC Chaplain Office.

(c) Mobilization Station chaplains, in conjunction with installation personnel managers, cross-level deployable chaplains on active duty to fill deploying units. Active component, Army National Guard (ARNG), U.S. Army Reserve (USAR) Troop Program Unit (TPU), Individual Ready Reserve (IRR), and Individual Mobilization Augmentee (IMA) chaplains are deployable assets at the mobilization station. When directed by Chief of Chaplains and approved by DA DCSPER, installations may deploy volunteer retired chaplains and chaplain assistants.

(d) Mobilization Station chaplains receive, orient, assign and/or reassign chaplains for the best possible faith mix using the following priorities: (1) deploying units, (2) training

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centers, and (3) installations with large concentrations of family members. Take care to maintain unit integrity whenever possible; however, needs of the service and faith mix requirements take precedence over unit integrity. Faith mix guidance recommends one Jewish chaplain and four Catholic chaplains per division with Protestant chaplains assigned to remaining spaces. Assign one Catholic chaplain to separate brigades, give the remaining spaces to Protestant chaplains.

(e) Document contingency, operations, all levels of mobilization, and demobilization missions in installation Tables of Distribution and Allowances (TDA) and Mobilization Tables of Distribution and Allowances (MOBTDA).

(f) Submit personnel requirements for both voluntary and involuntary call-up of Individual Mobilization Augmentees (IMAs), Individual Ready Reserve (IRR) and retired personnel to HQ TRADOC, ATTN: ATCS-EOC.

(g) Brief deploying units and individual soldiers on cultural and religious aspects of the theater of operation.

(h) Support demobilization missions with chaplains and chaplain assistants to provide counseling and ministry.

(i) Maintain and update UMT Mobilization Plans.

(j) Evaluate Base Operations Support Mission and contingency mission against their TDA and TOE.

(k) Cross-level personnel between units, provided such actions do not degrade any MTOE unit below C-3 for personnel. Inform HQ TRADOC, ATTN: ATCS-EOC, of all cross-leveling actions completed.

c. Coordinating Instructions. Chaplains must complete branch qualification (Complete Chaplain Officer Basic Course) before deploying.

4. ADMINISTRATION AND LOGISTICS. (See basic plan).

5. COMMAND AND SIGNAL. (Also see basic plan) Chief of Chaplains designates the Mobilization Station chaplain and supervisory chaplain.

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OFFICIAL:

SYDNOR
TRADOC Chaplain

Appendixes:

- 1 - Chaplain Family Life Support Plan
- 2 - Chaplain Requirements for Casualty Area Command
- 3 - Chaplain Requirements for CONUS Replacement Centers
- 4 - Chaplain Crisis Response Team and Mass Casualty Plan
- 5 - Daily Chaplain and Chaplain Assistant Report

Appendix 1 (Chaplain Family Life Support Plan) to ANNEX P
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1. Installation Responsibilities.

a. Prior to mobilization, the installation Family Life Chaplain coordinates with the installation chaplain to identify and train Individual Mobilization Augmentee (IMA) chaplain and chaplain assistants assigned to the installation Mobilization Table of Distribution and Allowances (MOBTDA).

b. Upon mobilization, the installation Family Life Center Chaplain operates the Family Life Center (FLC) in conjunction with the Installation Command Chaplain's Office.

c. Installation chaplains do not normally cross level chaplains and chaplain assistants within the Family Life Center (FLC). If a chaplain or chaplain assistant deploys, installations request an IMA or Individual Ready Reserve (IRR) replacement. Send requests to HQ TRADOC, ATTN: ATCS-EOC.

2. Programs sponsored by the Installation Chaplain to support the Family Life Program include, but are not limited to:

a. A Helping Hand Account to aid families needing financial assistance.

b. Briefings to area civilian clergy.

c. A newsletter to provide information and answer questions for families whose spouses and family members are mobilized and/or deployed.

d. Shipment of comfort packs to deployed soldiers using volunteers and donations from area businesses and agencies.

e. Services of Thanksgiving and transition workshops during support of contingencies, operations, all levels of mobilization and demobilization.

3. Programs sponsored by the Family Life Chaplain include, but are not limited to:

a. Contacts with other on post agencies, such as housing, finance, post office, Army Emergency Relief (AER), personnel, etc., to enhance communication between family members and agencies.

b. Distribution of informational packets listing services and programs offered by the chaplain community, as well as materials from other installation and civilian support agencies.

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c. Support to Reserve Component (RC) families to maintain contact with mobilized spouses and family members.

d. Briefings to incoming personnel.

e. Support groups to provide emotional support and a process for problem solving.

f. Worship opportunities which address current life situations.

g. Volunteers to provide refreshments at FLC.

h. Operation of FLC on a 24-hour basis with support of Installation Chaplain, .

i. Parenting classes.

j. Programs for children and teens of deployed and mobilized soldiers.

k. Special services and Bible studies.

l. Family picnics.

m. Crisis intervention counseling where necessary.

n. Spouses Time Out program.

o. Point of Contact (POC) for child care services.

p. Briefings and workshops at demobilization.

q. Provide training to installation UMTs on issues pertaining to deployment and family ministry.

r. Provide pastoral ministry to installation UMTs.

4. The installation chaplain updates the installation Chaplain Family Life Support Plan as needed, but reviews it at a minimum, annually.

Appendix 2 (Chaplain Requirements for Casualty Area Command) to
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1. Requirements: Installations document two Unit Ministry Teams on the installation MOBTDA for the Casualty Area Command (CAC) to provide pastoral care to victims, family members, units and care givers.

2. CAC responsibilities include, but are not limited to:

- a. Advise commander on spiritual and pastoral concerns.
- b. Offer spiritual and ethical programs to members of the command as appropriate.
- c. Assist notification teams as directed.
- d. Maintain sufficient copies of FM 16-22, Conducting Military Funerals and Memorials.
- e. Visit Next of Kin after notification to offer spiritual support and pastoral care.
- f. Provide funeral and memorial services when needed.
- g. Brief and coordinate with civilian clergy where appropriate.
- h. Provide weekly reports to HQ TRADOC, ATTN: ATCS-EOC.
- i. Forward unresourced requirements to HQ TRADOC, ATTN: ATCS-EOC.
- j. Coordinate needs of all faith groups.

3. The installation chaplain updates the CAC support plan as needed, but reviews it annually at a minimum.

Appendix 3 (Chaplain Requirements for CONUS Replacement Centers)
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1. Requirements:

a. Installations with a CONUS Replacement Center (CRC) mission document the installation MOBTDA to provide a minimum of one Unit Ministry Team (UMT) for pastoral care and services for deploying soldiers and their families.

2. TRADOC Chaplain responsibilities.

a. Provide guidance and training to installation chaplains supporting a CRC mission.

b. Develop a religious support evaluation plan for CRCs and conduct on-site visits when needed.

c. Assess the need for UMT MOBTDA augmentation to assist CRC UMTs in providing religious support to the expanded training base.

3. CRC UMT responsibilities include, but are not limited to:

a. Advise the CRC commander on spiritual and pastoral concerns.

b. Coordinate with Installation Chaplain to provide pastoral services.

c. Provide soldiers deploying as chaplains and chaplain assistants:

(1) A list of items needed in the theater of operation.

(2) Refresher courses.

(3) A list of ecclesiastical supplies. Procedures to order chaplain resupply kits, NSN #9925-01-326-2855.

(4) Geneva Convention Cards, DA FORM 1934.

d. Maintain chaplain kits for chaplains not issued them from USACHCS. Obtain additional kits through normal supply channels (NSN 9925013053411).

e. Provide deployment briefings to deploying soldiers and civilians.

f. Provide weekly reports to HQ TRADOC, ATTN: ATCS-EOC.

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- g. Provide departure services.
 - h. Provide support to spouses and families of mobilized and deployed soldiers.
 - i. Provide briefings and informational packets to soldiers demobilized upon activation of the CONUS Demobilization Center (CDC) mission.
 - j. Ensure that the MOBTDA reflects a minimum of one UMT to augment religious support to the CRC.
 - k. Notify the TRADOC Chaplain upon activation of the installation CRC.
3. The installation chaplain updates the installation CRC Plan as needed, but reviews it annually at a minimum.

Appendix 4 (Chaplain Crisis Response Team and Mass Casualty Plan)
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1. Assumptions.

a. Plans for incorporating memorial services are advisable should the mass casualty warrant it.

b. The number of casualties may exceed the work load capability of assigned UMTs.

2. Execution.

a. In developing a mass casualty plan, impact, size and scope of the situation determines the extent of assistance needed by Crisis Response Teams and local religious leaders.

b. Crisis Response Teams (CRT) respond to mass casualty operations as determined by the MACOM or installation chaplain. They provide the appropriate pastoral care and provide daily reports on the situation to the TRADOC chaplain

3. TRADOC Chaplain.

a. Maintain a copy of each installation's Chaplain Crisis Response Team and Mass Casualty Plan.

b. Coordinate the deployment of the Chaplains Crisis Teams with both Chief of Chaplain (DACH) and FORSCOM and provide additional chaplain personnel as directed.

c. Coordinate with DACH and FORSCOM to provide resources to installation chaplains in support of mass casualty operations.

d. Coordinate with other disaster response service agencies to provide outside resources to TRADOC.

e. Identify two Crisis Response Teams per installation, consisting of chaplains with a Clinical Pastoral Education (CPE) background, to include supervisory and resident training. Active and/or Reserve Component chaplains may serve on the teams.

4. TRADOC Installation Chaplains.

a. Develop an installation Crisis Response and Mass Casualty Plan and provide a copy to the TRADOC Chaplain.

b. Use the Present For Duty Strength reporting system to determine religious support needed during a crisis or mass casualty response.

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c. Designate the installation Family Life Centers as a training base in support of crisis intervention.

d. Maintain communication with and seek support from local civilian clergy in support of a mass casualty situation.

e. Plan post-wide services in mass casualty situation. Plans should include military personnel, family members, DoD civilians and local clergy.

f. Use Clinical Pastoral Education (CPE) Program Supervisor and resident chaplains as Chaplain Crisis Response Team members.

g. Prepare a list of local retired chaplains, with telephone numbers, contact them and enlist their support.

5. TRADOC Chaplain Crisis Response Teams provide services as directed by the TRADOC Chaplain to assist with crisis and mass casualty missions.

6. The installation chaplain updates the Installation Chaplain Crisis Response Team and Mass Casualty Plan, but reviews it annually at a minimum.

Appendix 5 (Daily Chaplain and Chaplain Assistant Report) to
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Report furnished upon deployment or mobilization of Active
Component (AC) and Reserve Component (RC) Unit Ministry Teams
(UMTs).

Line Alpha: Installation Reporting

Line Bravo: Name, Rank and SSN of UMT members

Line Charlie: Unit

Line Delta: Date Arrived

Line Echo: Date Prepared

Line Foxtrot: Installation Personnel Needs

Line Gulf: Installation Logistical Needs

Report is included in the installation daily situation report to
HQ TRADOC, ATTN: ATCS-EOC.